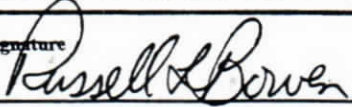
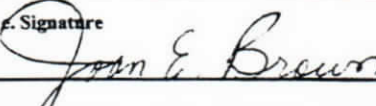



United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Dallas, Tx.		2. POSITION NUMBER 6-9-048	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position 00015675					
	b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Allocation	Environmental Engineer	GS	0819	13	517
4. SUPERVISOR'S RECOMMENDATION	Environmental Engineer	GS	0819	13	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE Billy Black, Liao Dena Hurst			
7. ORGANIZATION (give complete organizational breakdown)					
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		e. SRF & Projects Section (6WQ-AP)			
b. Region 6		f.			
c. Water Quality Protection Division		g.			
d. Assistance Programs Branch		h. EPAYS Organization Code 90672400			
8. SUPERVISORY/MANAGERIAL DESIGNATION					
<input type="checkbox"/> [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.					
<input type="checkbox"/> [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.					
<input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.					
<input type="checkbox"/> [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.					
<input type="checkbox"/> [T] "Team Leader" This position meets the requirements for coverage under Part II of the Work Leader Grade Evaluation Guide.					
<input checked="" type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Russell L. Bowen, Chief (6WQ-AP)		d. Typed Name and Title of Second-Level Supervisor Joan E. Brown, Chief (6WQ-A)			
b. Signature 	c. Date 7-19-02	e. Signature 	f. Date 7/19/02		
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input checked="" type="checkbox"/> This position has no promotion potential.		<input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:		b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt	c. Functional Code 042
d. Bargaining Unit Code 0012	e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___% of time) <input type="checkbox"/> This position is subject to random drug testing ()		f. Signature 		g. Date 7/24/02
11. REMARKS					

Super Copy

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION DALLAS, TX		2. POSITION NUMBER 6-9-048	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Clarify This Position PCS for 55-819 (4/78)					
Official Allocation	b. Title Environmental Engineer	c. Service GS	d. Series 0819	e. Grade 13	f. CLC 517
4. SUPERVISOR'S RECOMMENDATION ENVIRONMENTAL ENGINEER		GS	0819	13	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE Henry Liao			
7. ORGANIZATION (give complete organizational breakdown)					
a. U. S. ENVIRONMENTAL PROTECTION AGENCY		e. SRF & PROJECTS SECTION (6WQ-AP)			
b. REGION 6		f.			
c. WATER QUALITY PROTECTION DIVISION		g.			
d. ASSISTANCE PROGRAMS BRANCH		h. EPAYS Organization Code			
8. SUPERVISORY/MANAGERIAL DESIGNATION					
<p>[S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others; and which constitute a major duty occupying at least 25% of their time. Such supervisory managerial authorities include assigning and reviewing work on a daily, weekly or monthly basis; assuring that production and accuracy requirements are met; approving leave; recommending performance standards and ratings, and exercising 4 of the 5 authorities and responsibilities described at Level 3-2c in the General Schedule Supervisory Guide.</p> <p>[A] An individual (as defined by Title VII of the Civil Service Reform Act) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.</p> <p>[M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.</p> <p>[B] A management official (as defined by Title VII of the Civil Service Reform Act) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations, give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.</p> <p><input checked="" type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.</p>					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statute or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor RUSSELL L. BOWEN, CHIEF, 6WQ-AP		d. Typed Name and Title of Second-Level Supervisor JOAN E. BROWN, CHIEF, 6WQ-A			
b. Signature Russell L Bowen	c. Date 11-23-98	e. Signature Joan E Brown	f. Date 12/14/98		
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input checked="" type="checkbox"/> This position has no promotion potential.		<input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:		b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt	
d. Bargaining Unit Code 7777	e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (% of time)		f. Signature Beth Hawkinson		g. Date -99
11. REMARKS					

POSITION DESCRIPTION
Environmental Engineer, GS-0819-13

Position Number: 6-4-048 00015675
Organizational Code: 6WQ-AP
Organizational Location:

Serves as a senior environmental engineer in the State Revolving Fund (SRF) & Projects Section in the Assistance Programs Branch of the Water Quality Protection Division. The SRF & Projects Section administers and oversees SRF programs for both Clean Water and Drinking Water, special appropriation wastewater and water supply infrastructure construction projects, and the delegated wastewater construction grants program. The SRF program is an innovative method of financing a wide range of environmental projects. EPA provides grants to States to capitalize State loan funds and make loans to communities, individuals and others for high priority clean water and drinking water projects. Currently, the Region 6 program contains approximately \$1.34 billion in SRF grants to States. The SRF & Projects Section also administers and oversees approximately \$453.6 Million in special congressional appropriation grants for water and wastewater infrastructures needs in the U.S./Mexico Border area, Indian Tribes and other high priority areas in the Region. In addition, the Section manages the phase-out of the delegated wastewater construction grant program.

The programs managed by the Section include extensive management responsibilities in the area of municipal, Tribal, and State grants and State Revolving Funds loan program(s) which involve drinking water and wastewater treatment facilities infrastructure. Work is performed under the legislative authority of either the Clean Water Act or Safe Drinking Water Act (depending on the activity) and applicable Federal environmental and economic and social policy crosscutting authorities. The preponderance of work is related to the grant management in order to facilitate the review, authorization, distribution and monitoring of large grants to Indian Tribes, States, and municipalities. In addition, the work must include initiation and indirect support for the development of regulations, technical information, guidance, assessments, evaluation, cost estimates, cost and price analyses and procurement for the design, construction, operation and maintenance of publicly owned wastewater and drinking water treatment facilities.

Primary Purpose: Applying engineering principles as well as environmental criteria, the position is responsible for independently planning and conducting reviews of decisions on complex, difficult construction programs and projects. This includes making technical and environmental decisions that impact municipalities, industrial users and the public in general; determining the need for, development of, or expansion of municipal wastewater and drinking water treatment facilities; providing expert technical, financial and administrative advice to grantees, State and local officials; and ultimately being responsible for sound construction and the grantees adherence to all statutory and regulatory requirements.

Program/Project Management 20%

Provides advice and assistance to State, local and/or Tribal governments on matters relating to the development, execution, and monitoring of adequate environmental protection policies, plans, and programs. Serves as a technical authority in providing expert advice and assistance to State, local and/or Tribal governments as well as environmental engineering profession communities on matters relating to the development, execution and monitoring of the most complex and political sensitive environmental protection policies, plans, and programs. Develops and/or analyzes proposals for new or revised environmental protection guidelines and their implementing procedures and determines their impact on air, water, and /or land resources. Responds to inquiries from congressional representatives and the general public concerning the interpretation and application of new plans and policies designed to meet program objectives.

Scientific and Technical Analysis 20%

Uses analytical methods and techniques to analyze a wide range of scientific, engineering, financial, legal, environmental protection, and/or environmental management issues. Advises Regional management, State, interstate, Tribal authorities and environmental engineering profession communities on the status of scientific/engineering developments and the degree to which their involvement is needed to ensure that vital interests of Region, State, interstate, Tribal and environmental engineering profession communities are considered in related agency guidance and policies. Provides expert and highly specialized technical assistance, models, or interpretations of data on matters related to a specific scientific/engineering method/financial/approach/function/process. Develops plans, reviews data, conducts tests, researches environmental data, develops models, and/or provides information regarding the analysis and evaluation, with recommendations for the solution of problems/issues. Develops Regional policy, as required, to address environmental problems/issues/processes. Develops and implements plans, and agency-specific policies to carry out technical and environmentally sound solutions to significant environmental problems. Provides comprehensive and authoritative assistance to senior management in the negotiation of such plans and the resolution of very sensitive policy, legal, financial and technical issues. Makes formal presentations of a technical and policy nature before EPA Headquarters, other Federal, State, and local agency officials, private industry, and public and private groups. Disseminates scientific/technical information through oral briefings, written documents, workshop/conference/seminar presentations, and/or public hearings to provide information on significant technical and/or policy issues on a specific program, function, or activity. Develops technical/scientific training course(s) and/or course materials, and presents training in specific area of expertise.

Regulation Review/Implementation 10%

Reviews and implements environmental technical standards, guidelines, policies, and formal regulations. As a technical authority, provides principal support for completion of the Regional regulatory implementation process in a program area, including conducting public hearings and response to comments from those hearings and other public reviews. Prepares needed documentation, including draft Federal Register notices.

Grants/Cooperative Agreements/Interagency Agreements 30%

Exercises management responsibilities for grant, cooperative agreement, and/or interagency agreement activities related to the initiation, administration, and/or close-out of grants, cooperative agreements, and/or interagency agreements (IAGs), including responsibility for monitoring performance. Provides Regional technical expertise in the resolution of audit issues and disputes. Participates in National workgroups involved in the development of Agency-wide grants program policy to resolve national program problems. Manages a variety of highly complex and typically long-term grants/cooperative agreements/IAGs, entailing the coordination of efforts and the resolution of conflicting and controversial high profile issues with a number of parties both within and outside the Agency. Exercises definitive technical authority regarding audit issues and disputes. Analyzes grant related regulations and policies.

Provides Professional Engineering/Architectural and Environmentally Sound Advice 20%

Provides professional advice to peers, State and local engineering staff and their consultants, nonprofessional administrators or managers. Oversees State and local governmental professional staff's work. Serves as technical authority, providing expert advice and training pertaining to the planning, design, construction and operation and maintenance of treatment facilities, structures, landscapes as well as procurement, contracting, cost and price analysis, in a large geographical region, or in a complex functional specialization. Serves also as a principal environmental review liaison and executes the implementation of environmental protection measures for all construction projects and/or programs including both Clean Water and Drinking Water SRF in the Section. Reviews State and local engineering staff activity plans, specifications and cost estimates as well as procurement activity, contract agreement, and related cost and price analysis for technical adequacy, reasonableness, allowability and feasibility. Establishes and implements the planning, design, construction, operation and maintenance standards for new or unusual programs or projects.

Factor 1-8 1550 Points

Knowledge Required by the Position

Mastery of specialty areas in environmental engineering sufficient to apply new developments and theories to critical and novel problems; extend and modify approaches, precedents, and methods to solve a variety of scientific technical problems with unprecedented aspects; and make decisions or recommendations that significantly affect the content, interpretation, or development of major policies or programs concerning critical or major scientific technical issues. The position requires a mastery of applicable environmental, social, and economic statutes, Presidential Executive Orders, regulations, policies, guidance, standards and criteria.

Factor 2-4 450 Points
Supervisory Controls

The supervisor establishes overall objectives and resources available. The supervisor and engineer jointly develop projects, priorities and deadlines. The engineer independently plans and carries out assignments, interprets policy, coordinates work with others, resolves most of the conflicts that arises, and keeps the supervisor informed of far-reaching implications. Completed work is reviewed from an overall standpoint in terms of feasibility, and effectiveness in meeting requirements.

Factor 3-4 450 Points
Guidelines

Technical, regulatory, and policy guidelines are often broad and nonspecific. The engineer is required to use resourcefulness and perception based on experienced judgement, to adapt or interpret general guidelines; to deviate from or extend traditional practices, methods, and techniques; or to resolve situations where precedents are not available or not applicable.

Factor 4-5 325 Points
Complexity

Assignments are of such breadth, diversity, and intensity that they involve many varied and complex features, and typically contain a combination of complex features that involve serious or difficult to resolve conflicts between engineering and management requirements. The work requires originating innovative engineering techniques, establishing criteria and standards applicable to wide range of engineering problems and conditions, or developing new scientific concepts or approaches that advance the state-of-the science.

Factor 5-5 325 Points
Scope and Effect

The work includes the resolution of a broad range of critical or highly unusual engineering problems, development of innovative approaches or guides, or the determination of the effectiveness and validity of proposed or current policies and programs. The engineer serves as an expert advisor and consultant to officials and managers within or outside the agency on a broad range of engineering activities and broad policy issues

Factor 6-3 60 Points

Personal Contacts

Personal contacts include a wide range of professional and administrative personnel through the agency, at other federal agencies, in State and local government, private industry, academia, environmental advocacy groups, elected officials, general public and in some cases the media.

Factor 7-3 120 Points

Purpose of Contacts

The purpose of contacts is to influence or negotiate with others who may be skeptical or uncooperative or whose interests differ from those of the program represented. Issues to be resolved are sensitive or controversial. Contacts are also undertaken to plan, coordinate, or advise on work efforts or resolve operating problems in dealings with others who are working toward mutual goals.

Factor ~~8-1~~ ⁸⁻² 5 Points ^{50 pts.}

Physical Demands

The work is primarily sedentary except during regular and recurring field visits where there are considerable walking, bending, climbing and stooping to inspect treatment facilities and their safety measures and evaluate their construction and operation and maintenance.

Factor ~~9-1~~ ⁹⁻³ 5 Points ^{50 pts.}

Work Environment

The majority of work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, training rooms, and libraries. During visits to treatment facilities sites, there are exposures to construction and operation conditions, such as danger site conditions, noise, particulate matter, machinery, hazardous chemicals (i.e., Benzene C_6H_6 , Hexane C_6H_{14} , etc., used in laboratory analysis for industrial waste), toxic substances, poison air (hydrogen sulfide, H_2S), flammable sewage gas (methane, CH_4) and possible contagious disease.

Total = 3350 pts - BS-13
BS-13 Range - 3155 - 3600

Extramural Resources Management Duties Checklist

This checklist may be used to identify duties in managing contracts, grants, cooperative agreements, and interagency agreements. It is a tool for identifying duties to be added to position descriptions for positions requiring 25% or more of time on any combination of extramural resources management duties. The checklist may be used as an amendment to position descriptions for positions requiring less than 25% of time on these duties.

Employee Information

Name: _____

Position Number 6-9-048

Title: ENVIRONMENTAL ENGINEER

Series/Grade: GS-0819-13

Organization: EPA R6
WATER QUALITY PROTECTION
DIVISION, ASSISTANCE
PROGRAMS BRANCH, SRF'S
PROJECTS SECTION

Percentage of Time Spent on Extramural Resources Management

- _____ This position has no extramural resources management responsibilities.
- _____ Total extramural resources management duties occupy less than 25% of time.
- _____ Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
- MLA _____ Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature [Signature]

Date 3/12/15

Personnel Specialist's Signature M. Sherman

Date 5/11/15

Part 1. Contracts Management Duties

Pre-award:

- _____ Plans procurements
- _____ Estimates costs
- _____ Obtains funding commitments
- _____ Prepares procurement requests
- _____ Writes statements of work
- _____ Reviews statements of work
- _____ Processes unsolicited proposals
- _____ Responds to pre-award inquiries
- _____ Participates in pre-award conferences
- _____ Conducts technical evaluation of proposals
- _____ Participates in debriefing/protests
- _____ Other (list)

Post-award:

- _____ Prepares delivery orders
- _____ Reviews contractor work plans
- _____ Reviews contractor progress reports
- _____ Monitors government-furnished property
- _____ Monitors cost, management, and overall technical performance of contract after award

- _____ Monitors management and performance of delivery orders/work assignments after award
- _____ Defines scope of work for work assignments
- _____ Approves payment requests or ACH drawdowns
- _____ Manages cost-reimbursement contracts
- _____ Reviews invoices
- _____ Inspects and accepts deliverables
- _____ Other (list)

Close-out:

- _____ Writes reports on contractor performance, costs, and tasks performed
- _____ Reconciles payments with work performance
- _____ Closes out payments
- _____ Performs cost accounting
- _____ Provides assistance to Contracting Officer in settling claims
- _____ Other (list)

Percentage of Time Spent on Contracts Management:

0 %

Part 2. Grants/Cooperative Agreements Duties

Pre-application/Application:

- ☐ Prepares solicitation for proposals
- ☐ Identifies potential grantees for areas of program emphasis
- ☒ Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)
- ☒ Provides administrative information to applicants
- ☒ Determines appropriateness of applicant=s workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant
- ☒ Assists applicant in resolving issues in application
- ☒ For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement
- ☒ Negotiates level of funding
- ☒ Conducts site visits to evaluate program capability
- ☒ Serves as resource to Selection Panel
- ☒ Informs applicants of funding decisions
- ☐ Other (list)

Award:

- ☒ Prepares funding package, including Decision Memorandum
- ☒ Obtains concurrences/approvals
- ☒ Reviews/concurs in completed document
- ☒ Establishes project file
- ☐ Other (list)

Project Management/Administration:

- ☒ Monitors recipient=s activities and progress
- ☒ Reviews reports and deliverables and notifies recipient of comments
- ☒ Provides technical assistance to recipients

- ☒ Advises Grants Management Office of potential problems/issues
- ☒ Participates in decision/actions to ensure successful project completion and in decisions to impose sanctions
- ☒ Approves payments requests or ACH drawdowns
- ☒ Reviews requests for modifications, additional funding, etc. and makes recommendations to Grants Management Office
- ☒ Negotiates amendments
- ☒ Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
- ☒ When necessary, recommends termination of the agreement
- ☒ Resolves with Grants Management Office administrative and financial issues
- ☒ Conducts periodic reviews to ensure compliance with agreement
- ☐ Other (list)

Close-out:

- ☒ Certifies deliverables were satisfactory and timely
- ☒ Provides assistance to recipients and Grants Management Office to ensure timely closeout
- ☒ Reconciles payment with work performed
- ☒ Notifies recipient of close-out requirements
- ☒ Obtains legal assistance if necessary to resolve incomplete close-out
- ☒ If project is audited, responds to issues and ensures recipient complies with audit recommendations
- ☐ Other (list)

Percentage of Time Spent on Grants/Cooperative Agreements Management:

85 %

Part 3. Interagency Agreements Duties

Pre-Agreement:

- ☒ Plans and negotiates work effort
- ☒ Estimates costs
- ☒ Obtains funding commitments
- ☒ Prepares commitment notice
- ☒ Writes or reviews scope of work
- ☒ Responds to pre-agreement inquiries
- ☒ Participates in pre-agreement conferences
- ☒ Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)
- ☐ Negotiates and ensures execution of Superfund State Contracts (Superfund only)
- ☒ Performs technical evaluation of work plan and budget
- ☒ Prepares funding package and obtains necessary concurrences
- ☐ Other (list)

Project Management/Administration:

- ☒ Reviews progress reports/financial reports

- ☒ Monitors cost management and overall technical performance
- ☒ Participates in decisions about project modification/termination
- ☐ Conducts periodic review of Superfund State contracts payment receipts (Superfund only)
- ☒ Inspects and accepts deliverables
- ☐ Other (list)

Close-out:

- ☒ Reviews final report
- ☐ Decides on disbursement of equipment
- ☒ Reconciles payments with work performed
- ☐ Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
- ☒ Certifies deliverables
- ☒ Resolves close-out issues with Grants Management Office/other agency
- ☐ Other (list)

Time Spent on Interagency Agreements Management:

15 %



United States
ENVIRONMENTAL PROTECTION AGENCY
Washington, DC 20460

Position Risk Designation Checklist

AAship/Region: SIX Type of Action: _____ SF 52 Request No.: FY14-

Position Title/Series/Grade: ENVIRONMENTAL ENGINEER / GS-0819-13

Full Performance Level (FPL) of Position: GS-13
(Risk designation is based on FPL)

Functional Title (if applicable): ENVIRONMENTAL ENGINEER
(Position's primary function, e.g., official position title may be Life Scientist, but function may be Permit Writer)

Funding: A fingerprint check and, if needed, a background investigation will be funded through your Working Capital Fund (WCF) Service Agreement. Please provide the Service Agreement No.: 14BV5800296. (Your Service Agreement Account Owner can help you with this.) **Please Note:** This SF 52 action will not be processed unless the service agreement number is provided.

DIRECTIONS: Hiring officials or supervisors must complete this form for **all** personnel actions (appointments, details, promotions, reassignments, recruitments) involving a change in position description exceeding 180 days. The completed form will help the Personnel Security Branch (PSB) determine the position's appropriate risk level. This form must be submitted with the SF 52 package. Answer all "Yes/No" questions based on the FPL position description. Where explanations are requested, attach additional pages, as needed. If you have questions, please contact your local HR representative or service center.

1. Has the risk level of this position already been designated at the full performance level? ☒ Yes ☐ No
What is the name of the incumbent of the above position? _____
If you answered "Yes" to question 1, please skip all remaining questions, print pages 1-2, and sign and date the form.

2. Is the position one of the following predesignated positions? ☒ Yes ☐ No
If "Yes," please indicate the position below, answer question 3, skip remaining questions, print pages 1-2, and sign/date the form.

NOTE: Unless otherwise specified, these predesignations are effective up to and including Grade 13. Grade 14 and 15 positions must be individually designated, requiring the completion of questions 3 through 18.

- | | |
|--|--|
| <input type="checkbox"/> Attorney—Moderate | <input type="checkbox"/> IT Specialist (Enterprise Architecture)—Moderate |
| <input type="checkbox"/> Bench Scientist, such as chemist, biologist, etc. —Moderate | <input type="checkbox"/> IT Specialist (Internet)—High |
| <input type="checkbox"/> Contract Project Officer—Moderate | <input type="checkbox"/> IT Specialist (Network Services)—High |
| <input type="checkbox"/> Contract Specialist—Moderate | <input type="checkbox"/> IT Specialist (Operating System)—High |
| <input type="checkbox"/> Criminal Investigator (all grades, all positions)—High | <input type="checkbox"/> IT Specialist (Policy and Planning)—Moderate |
| <input type="checkbox"/> Deputy Division or Division Director—High | <input type="checkbox"/> IT Specialist (Security)—High |
| <input type="checkbox"/> Financial Specialist/Accountant/
Budget Analyst—Moderate | <input type="checkbox"/> IT Specialist (System Administrator)—High |
| <input checked="" type="checkbox"/> Grants Project Officer—Moderate | <input type="checkbox"/> IT Specialist (Systems Analysis)—Moderate |
| <input type="checkbox"/> Grants Specialist (GS 12 and below)—Low | <input type="checkbox"/> On-Scene Coordinator (all grades, all positions)—High |
| <input type="checkbox"/> Grants Specialist (GS 13 and above)—Moderate | <input type="checkbox"/> Permit Writer—Moderate |
| <input type="checkbox"/> HR Specialist (Benefits)—Moderate | <input type="checkbox"/> Public Affairs Specialist/Community Involvement
Coordinator—Moderate |
| <input type="checkbox"/> HR Specialist (Classification)—Low | <input type="checkbox"/> QA Scientist —Moderate |
| <input type="checkbox"/> HR Specialist (ER/LR)—Moderate | <input type="checkbox"/> RCRA Corrective Action Officer—Moderate |
| <input type="checkbox"/> HR Specialist (Generalist)—Moderate | <input type="checkbox"/> Remedial Project Manager—Moderate |
| <input type="checkbox"/> HR Specialist (Staffing)—Moderate | <input type="checkbox"/> Site Assessment Manager—Moderate |
| <input type="checkbox"/> HR Specialist (Training)—Low | <input type="checkbox"/> Support Services Specialist—Moderate |
| <input type="checkbox"/> Inspector—Moderate | <input type="checkbox"/> Toxicologist—Moderate |
| <input type="checkbox"/> IT Specialist (Application Software)—High | |
| <input type="checkbox"/> IT Specialist (Customer Service)—Moderate | <input type="checkbox"/> OIG Employee (all grades, all positions)—High |
| <input type="checkbox"/> IT Specialist (Data Management)—Moderate | <input type="checkbox"/> Other Known High-Risk Position—High |
| | <input type="checkbox"/> Supervisor of High-Risk Employee(s)—High |

3. Requires access to classified information or materials? ☐ Yes ☒ No (If "Yes," include clearance justification w/package.) What clearance level is required? ☐ Secret ☒ Top Secret

NOTE: If you answered "Yes" to No. 2 and have answered No. 3, skip remaining questions, print pages 1-2, and sign/date the form.

Answer all "Yes/No" questions based on the FPL position description. If explanations are requested, attach additional pages.

4. Requires access to sensitive information or materials? ☐ Yes ☒ No (If "Yes," check all that apply.)
- | | |
|--|---|
| <input type="checkbox"/> EPA's financial resources/records | <input type="checkbox"/> Confidential business information |
| <input type="checkbox"/> Proprietary information | <input type="checkbox"/> Personally identifiable information (e.g., address) |
| <input type="checkbox"/> Audits (e.g., financial reviews) | <input type="checkbox"/> Sensitive personally identifiable information (e.g., SSN, date of birth) |
| <input type="checkbox"/> Investigations (e.g., CID) | <input type="checkbox"/> Other information that, if compromised, could cause harm (describe on separate page) |
5. The scope of this position is: ☐ Local ☒ Regional ☐ National ☐ Global
6. The impact/potential harm this position could cause would be: ☒ Internal to EPA ☐ Multi-Agency/Government-wide ☐ Beyond the Government
7. Position is a presidential or political appointment: ☐ Yes ☒ No
8. Requires access to hazardous or dangerous material (nuclear, biological, or chemical): ☐ Yes ☒ No
What materials are involved? _____
9. Makes policy that affects AAship, Regional or Agency operations (not simply local branch or section operations):
☐ Yes ☒ No Describe: _____
10. Makes independent decisions or authoritative recommendations that are not subject to substantive verification or supervisory approval/sign off: ☒ Yes ☐ No
11. Obligates the agency to take action or spend funds: ☐ Yes ☒ No
What actions? _____
What amount of funding typically? _____ What is the ceiling? _____
12. Interacts with external contacts when performing duties and/or represents the agency to citizens or external organizations: ☒ Yes ☐ No (If "Yes," check all that apply.)
- | | |
|--|--|
| Communicates with: | Communication methods: |
| <input checked="" type="checkbox"/> EPA personnel | <input checked="" type="checkbox"/> Shares factual information (e.g., technical or policy reports, outreach, or public relations material) |
| <input checked="" type="checkbox"/> Government entities outside of EPA | <input checked="" type="checkbox"/> Participates in meetings, conferences, or seminars |
| <input checked="" type="checkbox"/> Audience beyond government, including media, private industry, academia, environmental interest groups | <input type="checkbox"/> Posts material on the EPA intranet or public website |
| | <input checked="" type="checkbox"/> Represents agency or negotiates/defends significant or controversial matters |
13. Protects or identifies critical infrastructure systems/programs, such as water treatment, other utilities, or telecommunications: ☐ Yes ☒ No
What systems/programs are involved? _____
14. Directly enforces health regulations and/or protects public safety: ☐ Yes ☒ No
15. Investigates or audits government or nongovernment personnel, programs, and/or activities: ☐ Yes ☒ No
(Note: Relates to investigating and auditing, but not simply overseeing.)
What personnel, programs, and/or activities are involved? _____
16. Information technology (IT) position that creates, programs, administers, or protects government IT systems, databases, or infrastructure: ☐ Yes ☒ No (Note: Does not apply to positions that only use IT systems.)
17. Requires official EPA credentials: ☐ Yes ☒ No
(Note: Credential bearers represent the agency and perform specific civil enforcement tasks, e.g., EPA inspectors.)
18. Other unique or critical characteristics/duties/requirements not previously covered? ☐ Yes ☐ No
Describe: _____

Name (Please Print)

Signature

Title

Date